

REQUEST FOR PROPOSALS

Fort Stanwix Parking Garage Photovoltaic Electrical Installation Phase 2

RFB-2011-013



City of Rome, New York



SEPTEMBER 2011

CONTRACT DOCUMENTS

FSPG2 Photovoltaic Electrical Installation

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LEGAL NOTICE

DOCUMENT 00020 - BID ADVERTISEMENT

Sealed proposals will be received by the City Clerk of the City of Rome, New York, until 3:00 P.M. local time, **Thursday, October 14, 2011**, for the

RFB-2011-013

Fort Stanwix Parking Garage Phase 2 Photovoltaic Electrical Installation Project

The City of Rome will accept proposals from NYSERDA "eligible installers" (participants in NYSERDA's PV Incentive Program and certified by the North American Board of Certified Energy Practitioners - NABCEP).

Bids will be publicly opened and read aloud at 3:00 P.M., local time, the same day, **Thursday, October 14, 2011** in the Council Chambers, 2nd Floor, City Hall, Rome, New York. All proposals shall be made on forms furnished and shall be enclosed in a sealed envelope marked to the attention of the City Clerk as follows:

Bid: RFB-2011-013

PROJECT:

Fort Stanwix Parking Garage Phase 2 Photovoltaic Electrical Installation Project

Bids shall be accompanied by money order, certified check or bid bond in the amount of five percent (5%) of the bid, payable to the order of the Rome City Treasurer, City of Rome, New York.

Plans, specifications, proposal forms and other contract documents may be examined at the office of Community & Economic Development, Third Floor, City Hall, Rome, New York, or secured for bidding purposes at the same office upon payment of a plan fee of \$50.00. An additional non-refundable charge of \$10.00, in a separate check, will be required for mailing. Checks should be drawn to the City of Rome. If paid in cash, the bidder of record will be refunded by money order. The cost of the money order will be deducted from the plan fee only. Upon return of unmarked drawings, specifications, and other contract documents, within two weeks after the date set for receipt of bids, bidders of record only will be refunded their bid deposit of \$50.00, for no more than two sets of drawings.

The bid documents are also available electronically on the City of Rome's website, www.romenewyork.com (click on Purchasing Department); Bid Opportunities at www.centralnybidsystem.com; Mohawk Valley Builders Exchange, www.mvbe.com; Syracuse Builders Exchange, www.syrabex.com, and NYS Contract Reporter, www.nyscr.org.

A voluntary Pre-Bid meeting will be held **10:00 a.m. (Local Time) on Thursday, September 29, 2011**, at the **Department of Community & Economic Development Conference Room, 3rd Floor, City Hall, Rome, New York 13440**. All bid document questions should be submitted to Janice Sharrino by email (jsharrino@romecitygov.com) no later than Friday, October 1, 2011, 3PM. All questions will be answered in writing via email and/or addendum.

This project is being funded in part by the American Recovery and Reinvestment Act (ARRA) of 2009. The successful bidder and all subcontractors shall comply with all terms and conditions in the Recovery Act, and other applicable Federal requirements and the Laws of New York State.

It is the policy of the City of Rome to encourage the greatest possible participation of minority and women-owned business enterprises. All qualified Minority and Women-Owned Business Enterprises (MWBE) suppliers, contractors, and/or businesses will be afforded equal opportunity without discrimination because of race, color, religion, national origin, sex, age, disability or sexual preference.

The Project consists of the following elements:

- Turn-key installation of 18 kW Photovoltaic Electrical System on the 4th Floor (upper deck) of a concrete parking garage structure;
- Polycrystalline PV (Flat Panel) Modules with self-ballasted racking system;
- Installation of 30 Solyndra Modules (Modules, racking, White EPDM footprint, and inverter provided by City) rated at 5.6 kW
- Milestone-based payment schedule

This project has a deadline, and time is of the essence. **All work specified and awarded for this project must be completed no later than December 31, 2011.**

The City of Rome, New York, reserves the right to reject any or all proposals or to accept any bid deemed to be in its best interest. Firms that are not NYSERDA & NABCEP-certified at the time of submission will be disqualified from the bid process.

Louise Glasso
City Clerk
Board of Estimate & Contract

LEGAL SECTION: 1 TIME
TO APPEAR: September 20, 2011
DATE: September 16, 2011